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नवोदय विद्यालय समिति

मानव संसाधन विकास मंत्रालय
(स्कूल शिक्षा और साक्षरता विभाग)
(भारत सरकार)

क्षेत्रीय कार्यालय :
बे० न० 26-27, सेक्टर 31 ए,
चण्डीगढ़-१६००३०



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NAVODAYA VIDYALAYA SAMITI

Ministry of Human Resource Development
(Department of School Education & Literacy)
(Govt. of India)

Regional Office :

Bay No. 26-27, Sector 31-A,
Chandigarh - 160030

Ref.No.1-5(Association)/NVS/CR/Admn/2014

627-28

Dated : 24.04.14

To

The Principal,
All Jawahar Navodaya Vidyalayas,
Under Chandigarh Region.

Subject: **Adoption of Central Civil Services (Recognition of Service Association) Rules 1993.**

Sir/Madam,

Please refer to NVS Headquarter Memorandum No. 6-2/2005-NVS (GA)/91 dated 19.02.2014 and office order No. No. 6-2/2005-NVS (GA)/88 dated 19.02.2014 regarding Recognition of Service Associations in NVS (Copies enclosed). You are requested to circulate the ibid Office Orders alongwith its enclosures to all the employees working in your Vidyalaya obtaining their signature in token of having gone through. A copy of the above referred Memorandum may also be displayed on the Vidyalaya Notice Board/Website also.

As per the above OM, the Service Association which fulfill the condition in Rules (5) of CCS (RSA) Rules 1993 may submit their applications for recognition to this office alongwith a copy of office Bearers, total membership and other required documents in terms of Rule (5) of CCS (RSA) Rules Association to further submit to the Commissioner, NVS, Noida with our recommendations for recognition or otherwise.

The verification of membership for the purpose of recognition of a Service Association shall be done by the check off system in payrolls. Thereafter, the applications alongwith necessary documents and verification of records will be forwarded to the Commissioner, NVS Headquarter alongwith the recommendation of this office.

It is further clarified that for the recognition of Service Associations "Check off system and deduction of subscription from pay rolls" of the concerned employee is must. The deduction can be either made on monthly or annual basis.

In this connection, Govt. of India has issued certain clarifications regarding check off system vide DOPT OM No. 2/10/80-JCA dated 31.01.1994 & Om No. 3/12/94-JCA dated 10.03.1995 which is reproduced as below:

OM No.2/10/80-JCA dated 31.01.1994

Para 2.2 - Check-off system is a means to verify the membership of an Association on the basis of deduction of subscription from the pay rolls. Under this system, each Government employee, who is a member of an Association, is required to apply, in writing, to the DDO or any designated authority, his consent, for the deduction of annual subscription for the financial year from the payroll in favour of a particular Association. On receipt of application, the Association is required to confirm the membership and thereafter pass on the application to the DDO for effecting recoveries.

Para 2.5-Recoveries of annual subscription from payroll in favour of a particular Association shall be made by the DDO once a year in the month of July.

Para.5-the procedure for crediting the subscription deducted by the DDO to the Association's account may be finalized by each Ministry/Department in consultation with the concerned Association.

O.M. No.3/12/94-JCA dated 10.03.1995

Para.3- In partial modification of instructions contained in O.M. No. 2/10/80-JCA dated 31.01.1994, it has been decided that the deduction of subscription of not less than one rupee per month will be made from the payrolls on monthly basis.

In view of the above, the subscription as requested by the employees may be deducted from their payrolls and retained in the Vidyalaya account till receipt of further communication in this regard, which shall be remitted after recognition to the concerned Staff Association. The details of amount so deducted from the payrolls of the employees may be submitted to this office in the format I & II enclosed. A copy of Annexure-1&II may be sent to this office for further necessary action.

A copy of CCS (RSA) Rules 1993 is also enclosed herewith for guidance.

Yours faithfully,



(SURESH KUMAR)
DEPUTY COMMISSIONER

Encls: As above.

Copy to :

The Deputy Commissioner (Admn.), NVS Headquarter for information.

ANNEXURE-1

REGISTER TO BE MAINTAINED BY THE DDO
Category of employee _____

S.No.	Name	Year		Year		Year	
		Name of Association of which member	Bill No.	Name of Association of which member	Bill No.	Name of Association of which member	Bill No.
1	2	3	4	5	6	7	8

ANNEXURE-II

PROFORMA OF STATEMENT TO BE SENT BY
DDO TO THE NODAL OFFICE

S.No.	Category	Total No. of employees in that category	Name of the Association	Membership as per check off system	Remarks
1	2	3	4	5	6

DRAWING & DISBURSING OFFICER



2149
25-2-14

NAVODAYA VIDYALAYA SAMITI
Ministry of Human Resource Development
(Department of School Education & Literacy)

Government of India

B-15, Institutional Area, Sector-62,
Noida, District Gautam Budh Nagar,
UTTAR PRADESH - 201 309

Tel.0120-2405180-81, Fax: 0120-2405182

Website: www.navodaya.nic.in,

www.navodaya.gov.in

E-mail: navodaya@nic.in, navodaya@nda.vsnl.net.in

No.F.6-2/2005-NVS (GA)/88

February 19, 2014

OFFICE ORDER

In pursuance of the decision taken by the Executive Committee in its XI meeting held on 12th January 1992, the Navodaya Vidyalaya Samiti has adopted the Central Government Rules and Regulations for its employees mutatis-mutandis as the case may be, till such time Samiti frames its own Rules and Regulations.

Accordingly, it has been decided to adopt the Central Civil Services (Recognition of Service Associations) Rules 1993, for the purpose of grant of recognition to various service associations of employees in the Samiti till such time the Samiti frame its own rules and regulations.

[G.S. Bothyal]
Commissioner

JC (Admn.) / JC (Pers.) / JC (Acad) at NVS (Hqrs.)
The Deputy Commissioner, Navodaya Vidyalaya Samiti, All Regional Offices
All Jawahar Navodaya Vidyalayas
All Officers at NVS (Hqrs.)
Guard File



NAVODAYA VIDYALAYA SAMITI

(An Autonomous Organization under Ministry of Human Resource
Development, Department of School Education & Literacy)
Govt. of India

**B-15, Institutional Area, Sector-62, G.B. Nagar,
NOIDA (UP) - 201307**

F.No. 6-2/2005-NVS (GA)/91

February 19, 2014

OFFICE MEMORANDUM

Subject: **Adoption of Central Civil Services (Recognition of Service Associations) Rules 1993.**

The undersigned is directed to say that the matter of adoption of Central Civil Services (Recognition of Service Association) Rules, 1993 for Employees of Navodaya Vidyalaya Samiti had been under consideration of Navodaya Vidyalaya Samiti for some time. With a view to promote harmonious relations and secure maximum amount of co-operation from the NVS employees to attain the objectives of the Samiti with greater efficiency, it has been decided to adopt the Central Civil Services (Recognition of Service Association) Rules, 1993 till such time the Samiti frames its own rules with under-mentioned changes:

Reference to the "Government": In these Rules except Rules 5,8,9 & 10 shall be construed as reference to "Navodaya Vidyalaya Samiti/Samiti".

Reference to the "Government" in Rules 5,8,9 & 10 of these Rules should be construed as reference to "Commissioner, NVS".

Reference to the "Government Servant" in these Rules shall be construed as reference to "NVS employees".

2. These rules shall apply to all the Service Associations of NVS employees.
3. Accordingly, the Service Associations which fulfil the conditions stipulated in Rule 5 of CCS (RSA) Rules 1993 may submit applications for recognition, to the Regional Offices of the Samiti, along with a copy each of Memorandum of Association, Constitution, Bye-laws of the Association, Name of the Office Bearers, total membership and other required documents in terms of Rule 5 of CCS(RSA) Rules 1993 within one month of issue of this circular.
4. Recognition in respect of Samiti as a whole will be accorded by the NVS (Hqrs.) on fulfilling the conditions prescribed in Rule 5(d)(i) of the rules.

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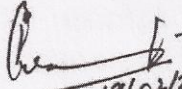
5. The applications for grant of recognition will be scrutinized by the concerned Regional Office of Navodaya Vidyalaya Samiti to ensure conformity with the provisions of the CCS(RSA) Rules, 1993, where after, verification of membership for the purpose of recognition of a Service Association will be undertaken/done in terms of Rule 7 of CCS(RSA) Rules 1993 by check-off system in pay-rolls. Thereafter the applications along with necessary documents and necessary verification records may be forwarded to the Commissioner, NVS(Hqrs.) Noida along with the recommendations with regard to the recognition or otherwise.

6. The procedure regarding verification of membership for the purpose of recognition under these Rules and recovery of subscription for the Associations from the pay-rolls and other matters on the subject shall be governed by the provisions in the said Rules and the Govt. of India's Orders issued there-under from time to time.

7. A copy of CCS(RSA) Rules, 1993 is enclosed which may be provided to all existing Associations/Unions. The Regional Officers will give wide publicity to the scheme amongst the NVS employees.

This issues with the approval of Commissioner, NVS.

Encl: As above


19/02/2014

(P.K. Sharma)

Deputy Commissioner (Admn.)

Copy to:

1. All Officers at NVS (Hqrs.), Noida.
2. All Deputy Commissioners, NVS, Regional Offices/Directors, NLIs.
3. All Principals of the Jawahar Navodaya Vidyalayas.
4. PA to Commissioner, NVS(Hqrs.), Noida.
5. Shri S.B. Sharma, AC(Audit)/Webmaster, NVS(Hqrs.), Noida.

No. 2/10/80/-JCA
CENTRAL CIVIL SERVICES (RECOGNITION OF SERVICE ASSOCIATIONS)
RULES, 1993

MINISTRY OF PERSONNEL , PUBLIC GRIEVANCES & PENSIONS
(Department of Personnel & Training)

NOTIFICATION

New Delhi, the 5th November, 1993

G.S.R. 689(E).-In exercise of the powers conferred by the proviso to article 309 and clause (5) of article 148 of the Constitution, after consultation with the Comptroller and Auditor General in relation to persons serving in the Indian Audit and Accounts Department, and in supersession of the Central Civil Services (Recognition of Service Associations) Rules, 1959 except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules, namely :

1. Short title and commencement : (1) These rules may be called the Central Civil Services (Recognition of Service Associations) Rules, 1993.
(2) They shall come into force on the date of their publication in the Official Gazette.
2. Definition : In these rules, unless the context otherwise requires, -
 - a. "Government" means the Central Government.
 - b. "Government servant" means any person to whom the Central Civil Services (Conduct) Rules, 1964, apply.
3. Application : These rules shall apply to Service Associations of all Government servants including civilian Government servants in the Defence Services but shall not apply to industrial employees of the Ministry of Railways and workers employed in Defence Installations of Ministry of Defence for whom separate Rules of Recognition exist.
4. Service Associations already recognized : A Service Association or a Federation which has been recognized by the Government before the commencement of these rules and in respect of which the recognition is subsisting at such commencement, shall continue to be so recognized for a

period of one year from such commencement or till the date on which the recognition is withdrawn, whichever is earlier.

5. **Conditions for recognition of Service Associations :** A Service Association which fulfills the following conditions may be recognized by the Government, namely :-

- a. An application for recognition of Service Association has been made to the Government containing Memorandum of Association, Constitution, Bye-laws of the Association, Names of Office-Bearers, total membership and any other information as may be required by the Government;
- b. the Service Association has been formed primarily with the object of promoting the common service interest of its members;
- c. membership of the Service Association has been restricted to a distinct category of Government servants having common interest, all such Government servants' being eligible for membership of the Service Association;
- d. (i) The Association re-presents mini-mum 35 per cent of total number of a category of employees provided that where there is only one Association which commands more than 35 per cent membership, another Association with second highest membership, although less than 35 per cent may be recognized if it commands at least 15 per cent membership;
- (ii) The membership of the Government servant shall be automatically discontinued on his ceasing to belong to such category;
- e. Government employees who are in service shall be members or office bearers of the Service Association;
- f. the Service Association shall not be formed to represent the interests, or on the basis, of any caste, tribe or religious denomination or of any group within or section of such caste, tribe or religious denomination;
- g. the Executive of the Service Association has been appointed from amongst the members only; and
- h. the funds of the Service Association consist exclusively of subscriptions from members and grants, if any, made by the Government, and are applied only for the furtherance of the objects of the Service Association.

6. Conditions subject to which recognition is continued : Every Service Association recognized under these Rules shall comply with the following conditions, namely :-

- a. the Service Association shall not send any representation or deputation except in connection with a matter which is of common interest to members of the Service Association.
- b. the Service Association shall not espouse or support the cause of individual Government Servants relating to service matters;
- c. the Service Association shall not maintain any political fund or lend itself to the propagation of the views of any political party or a member of such party;
- d. all representations by the Service Association shall be submitted through proper channel and shall be addressed to the Secretary to the Government/Head of the Organisation or Head of the Department or office;
- e. a list of members and office bearers and up-to-date copy of the rules and an audited statement of accounts of the Service Association shall be furnished to the Government annually through proper channel after the general annual meeting so as to reach the Government before the 1st day of July each year.
- f. The Service Association shall abide by, and comply with all the provisions of its constitution/by-laws;
- g. Any amendment in the constitution/by-laws of the Service Associations, after its recognition under these Rules, shall be made only with the prior approval of the Government;
- h. The Service Association shall not start or publish any periodical, magazine or bulletin without the previous approval of the Government;
- i. The Service Association shall cease to publish any periodical, magazine or bulletin, if directed by the Government to do so, on the ground that the publication thereof is pre-judicial to the interests of the Central Government, the Government of any State or any Government authority, or to good relations between the Government of India and the Government of India and the Government of a foreign state;
- j. the Service Association shall not address any communication to, or enter into correspondence with, a foreign authority except through the

Government which shall have the right to withhold it;

k. the Service Association shall not do any act or assist in the doing of any act which, if done by a Government servant, would contravene any or the provisions of the Central Civil Services (Conduct) Rules, 1964; and

l. Communications addressed by the Service Association or by any office-bearer on its behalf to the Government or a Government authority shall not contain any disrespectful or improper language.

7. Verification of membership : (1) The verification of membership for the purpose of recognition of a Service Association shall be done by the Check-Off-System in pay-rolls at such intervals and in such manner as the Government may by order prescribe.

(2) The Government may, at any time, order a special verification of membership if it is of the opinion, after an enquiry, that the Service Association does not have the membership required under sub-clause (i) of clause (d) of rule 5.

8. Withdrawal of Recognition : If, in the opinion of the Government, a Service Association recognized under these rules has failed to comply with any of the conditions set out in rule 5 or rule 6 or rule 7 the Government may after giving an opportunity to the Service Association to present its case, withdraw the recognition accorded to such Association.

9. Relaxation : The Government may dispense with or relax the requirements of any of these rules to such extent and subject to such conditions as it may deem fit in regard to any Service Association.

10. Interpretation : If any question arises as to the interpretation of any of the provisions of these rules or if there is any dispute relating to fulfillment of conditions for recognition it shall be referred to the Government, whose decision thereon shall be final.

[F.No. 2/10/80-JCA (Vol.IV)]
J.S. Mathur, Jt. Secy.
